

Historic Resources Specialist II, Economic Development Specialist

Community Preservation and Economic Development, Historic Preservation Division

Starting Annual Salary: \$32,400.00

Application deadline: July 1, 2019

To apply for this position online, submit a digital application via the Mississippi State Personnel Board. If you would like more information about the application process please contact the MDAH human resources office at 601-576-6865.

Job details

This is highly professional work that involves thorough research and independent decision making. Specific duties will include the office administration of grant programs in the historic preservation division. Serving as the Economic Development Specialist, the candidate will also act as a liaison to state and local governmental entities and businesses. Regular travel throughout the state for site visits, community engagement and meetings is required.

Essential functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

- Assist with the development, maintenance, and implementation of the Community Preservation and Economic Development Strategy.
- Collect and analyze a variety of demographic and economic data for inclusion in reports and maps.
- Assist CLG's to prepare applications for federal or state funding; assist CLG's with the implementation of grants received.
- Attend local units of government meetings; provide technical assistance and information as requested by units of government and public officials and information on division activities.
- Prepare administrative reports as required by MDAH and granting agencies.
- Acts as the liaison between local, state, federal, and private sector organizations involved in community and economic development activities.
- Seeks out grant opportunities and prepares grant applications for community development projects.
- Attends conferences, seminars, and other activities to network, market, and gain information which will be valuable to development goals.
- Accountable for grant research, identifying possible funding resources, writing of proposals and securing funding for general operations and any special funding requirements/compliance.
- May give grant proposal presentations at the request of the division director.

Education and experience must meet the following criteria:

- Bachelor's degree from an accredited four year college or university and one year of related experience.

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Preference will be given to degrees in the following fields: economics, public policy, business, planning, history, archaeology, historic preservation, or an academic field acceptable to the employing authority.

MDAH is an Equal Opportunity Employer.